**SUPPORT STAFF PROFESSIONAL DEVELOPMENT CERTIFICATE**

Registration Form

**SECTION 1 - Employee Information**

Date of Application Submission: Employee Name:

Empl ID: Phone Ext.#: Dept.: Supervisor:

Home Campus: ***(circle one)*** Brealey Frost Haliburton McRae Cobourg

**SECTION 2 – Certificate Selection *(circle one)***

Leadership Data Management Positive Service Culture

**SECTION 3 – Employee Acknowledgements**

□ A program registration form is required to enrol. Completed registration forms are to be submitted to PD@flemingcollege.ca

□ Academic work/studying will take place on the participant’s own time during non-work hours.

□ Participants may request the use of Professional Development days (Article 9.5) by submitting a completed PD Application form to their supervisor in advance. Refer to the Learning & Development webpage to obtain a copy of the general PD Application form.

□ Payment for all course fees, textbooks, and Embanet fees ($70/course, where applicable) must be paid by the participant upfront.

□ Reimbursement requests for course fees, textbooks, and Embanet fees will processed after course completion with proof of a passing grade along with all applicable receipts. Send reimbursement requests to PD@flemingcollege.ca using the reimbursement request form available on the program webpage.

Employee Signature: Date:

**SECTION 4 – Human Resources Use Only**

 □ Application form received & processed.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 6 – Document Distribution**

Employee Completes Application Form → email to PD@flemingcollege.ca → PD Team will review/sign and send a copy back to employee; original will be maintained on file with the PD Team.

Sir Sandford Fleming College believes in and promotes the rights of all persons with disabilities and we commit to ensuring accommodations are available within our professional development programs for employees with disabilities. If you are participating in the Support Staff Professional Development Certificate program and require accommodation, please inform PD@flemingcollege.ca of the nature of accommodation(s) that you may require to ensure your equal participation. To obtain a copy of this document in another format, please email PD@flemingcollege.ca